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Gray Davis
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MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco *Cindy Francisco*
Safety Coordinator

DATE: January 12, 2000

SUBJECT: SAFETY MEETING IDEAS -- JANUARY 2000

Suggested issues to discuss during your next meeting are:

1. Too Much Paper?

Happy New Year! It may be about time to go through your desk and shelves to recycle or discard some of the unnecessary clutter. Consider if some of the information you are storing could be stored at the State Records Center. Contact your Division Records Management Coordinator for more information.

2. In An Emergency Dial 9 - 911

When using a state telephone during an emergency, you must first dial "9" to get an outside line and then dial 911. If you dial 911, you will be a recording that will waste valuable time. Don't forget -- when using your work telephone during an emergency dial 9 - 911. Also, when calling 911, be sure to have someone meet the emergency team at the entrance to direct them to the emergency.

3. Safe Driving

Are you a safe driver? Take the test on the attached page. Any employee who drives a vehicle on state business is required to take Defensive Drivers Training every four years. This includes driving state, private or rental vehicles on state business. To sign up for the next class, complete a training request and take through the normal approval process.

Document your meeting by using the Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

cc: Administrative Liaisons

California Environmental Protection Agency



Are You a Safe Driver?



Most drivers are pretty confident on the road or they wouldn't get behind the wheel in the first place. Sometimes they become over-confident and thus compromise their safety and the safety of their passengers. Take this quiz to find out how much you know about some of the finer points of safe driving. Use it as an opportunity to remind yourself to drive cautiously and defensively.

True or False?

	TRUE	FALSE
1. Vehicles already on the freeway have the right of way over vehicles entering the freeway, even trucks and school buses.	<input type="checkbox"/>	<input type="checkbox"/>
2. If you get caught in a skid, step on the brakes as hard as possible.	<input type="checkbox"/>	<input type="checkbox"/>
3. Use low gears when traveling on slick surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
4. When entering a patch of fog, turn off your defroster and turn on your high beams.	<input type="checkbox"/>	<input type="checkbox"/>
5. On icy days, bridges and overpasses tend to freeze first and stay frozen longer than the rest of the road.	<input type="checkbox"/>	<input type="checkbox"/>
6. Driving through deep puddles is not only safe, they clean the bottom of your car.	<input type="checkbox"/>	<input type="checkbox"/>
7. You're much more likely to be killed or injured during a collision if you're thrown from a vehicle than if you're restrained inside by safety belts.	<input type="checkbox"/>	<input type="checkbox"/>
8. Most injury-producing collisions involve a burning, exploding or submerged vehicle.	<input type="checkbox"/>	<input type="checkbox"/>
9. You can sober up before driving by drinking a cup of strong coffee.	<input type="checkbox"/>	<input type="checkbox"/>
10. If the oil light comes on when you're driving, you should drive straight to the nearest service station and have a mechanic check your engine.	<input type="checkbox"/>	<input type="checkbox"/>
11. In cold weather, you should raise the tire pressure when the average temperature drops 10° F.	<input type="checkbox"/>	<input type="checkbox"/>
12. If you want to back up your vehicle but can't see out your rear window, you should honk before moving.	<input type="checkbox"/>	<input type="checkbox"/>

ANSWERS

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| <p>1. True, but don't push the point if it might lead to an accident or close call.</p> <p>2. False. Take your feet off both the gas AND the brakes and turn the steering wheel in the direction you want to go. Gently squeeze your brakes only <i>after</i> you've stopped skidding. Jamming on the brakes can cause them to lock, making your vehicle impossible to control.</p> <p>3. True. Low gears give added traction, especially up and down hills.</p> <p>4. False. Turn on both your defroster and your windshield wipers and use only your low beams. High beams produce</p> | <p>too much glare in fog and may bounce back to blind you.</p> <p>5. True. The shade of these structures prevents sunlight from melting icy patches as quickly as the ice on exposed areas. Slow down when approaching them.</p> <p>6. False. If you think the water level is above the bottom of your hub caps, drive around puddles. The water can make your brakes temporarily less effective and can also get into your engine and cause serious damage.</p> <p>7. True, 25 times more likely.</p> | <p>8. False. These types of collisions account for less than .5 percent of all vehicle injuries.</p> <p>9. False. The only way to sober up is by waiting it out.</p> <p>10. False. Pull over immediately and stop. Add oil if you have any and check the light again or call for emergency roadside service. Driving any further may ruin your engine.</p> <p>11. True.</p> <p>12. False. You should get out of your vehicle and check behind it first.</p> |
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